

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY RE-ADVERTISEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

READVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY
Amended: Residency Requirement

ANNOUNCEMENT NO:	CFSA-08-P023	POSITION:	Contracts & Procurement Administrator, MS-1102-15
OPENING DATE:	8/07/08	CLOSING DATE:	Open Until Filled
IF "OPEN UNTIL FILLED"	8/20/08	SALARY RANGE:	\$98,285 - \$137,599 Per Annum
FIRST SCREENING DATE:		TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE:	WASHINGTON, D.C.	PROMOTION POTENTIAL:	NONE
		AREA OF CONSIDERATION:	Unlimited
		NO. OF VACANCIES:	ONE
AGENCY:	Child and Family Services Agency (CFSA) Office of Deputy Director for Administration (ODDA), Contracts & Procurement Administration (CPA)		
DURATION OF APPOINTMENT:	MANAGEMENT SUPERVISORY SERVICE (AT WILL)		

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for Agency contracts and procurement policy development and implementation. Manages and supervises overall operations. Directs planning, development, acquisition, and facilitation of all goods and services through contract and procurement. Advises senior level management of government verses contractor performance analysis, procurement strategies and negotiations. Analyzes quotes, bids and proposals. Develops individual procurement strategies and prepares solicitations. Determines methods of acquisition, contract types, and creates the Request for Proposals Quotations or Invitation for bids.

QUALIFICATION REQUIREMENTS:

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Advanced knowledge of Federal and District contract and procurement regulations, policies and procedures and direct experience with child welfare or human service contracting and procurement systems;
2. Advanced knowledge of creative contracting techniques, negotiation strategies and project management skills, thorough understanding of administrative inter-relationships in public sector organizations; strong knowledge of computer systems and their application to the contract and procurement management processes; and demonstrated leadership and problem-solving abilities;
3. Comprehensive management skills and experience in planning, organizing, directing and controlling contract and procurement functions; Demonstrated ability to manage the day-to-day activities of professional and support staff;
4. Comprehensive knowledge of budget development, preparation and administration; and
5. Expert knowledge of contracting and procurement administration;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cfajobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
